

*Confidential*

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*File Pre Main*

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70-27076

for your use on equipment  
Original went to [REDACTED]

8 February 1957

Records Management Staff

Office of Communications Records Management Officer

25X1A9a

*1/14*

Report of Office of Communications Records Volume and Records Equipment Inventory, 1 January 1956 - 1 January 1957

1. The following data reflects the volume of record material and inventory of records equipment in the Office of Communications Headquarters during 1956 and is forwarded for your information.

A. Records Equipment on hand 1 January 1957

(1) Combination Safes

2 Drawer	6
3 Drawer	1
4 Drawer	197
5 Drawer	6
6 Drawer (IBM Tabulation Cards)	8
Guest Type Combination Safe	4

(2) Steel File Cabinets

4 Drawer	10
5 Drawer	22

(3) Boxes

16 Drawer	3
17 Drawer	24

(4) Map cases with lock

6

B. Records Volume (Estimated)

Records on hand 1 January 1956	2004 cu. ft.
Records transferred to Central Personnel Files	7 cu. ft.
Records retired to Court Archives 1956	32 cu. ft.
Records destroyed during 1956	45 cu. ft.
Records created or received during 1956	134 cu. ft.
Records on hand 1 January 1957	2054 cu. ft.

Chief, OC-Records Control